

Date: August 31, 2010

To: Department Directors

From: Angela Maher, Director
Human Resources



Subject: Bi-weekly Pay Periods and County Holidays - 2011

Memorandum



The following bi-weekly pay periods and pay days for the year 2011 are to be used for leave accrual purposes and to establish employee leave and pay anniversary dates.

PP#	Pay Period Begin	Pay Period End	Pay Day		PP#	Pay Period Begin	Pay Period End	Pay Day
1	12/27/2010	1/9/2011	1/14/2011		14	6/27/2011	7/10/2011	7/15/2011
2	1/10/2011	1/23/2011	1/28/2011		15	7/11/2011	7/24/2011	7/29/2011
3	1/24/2011	2/6/2011	2/11/2011		16	7/25/2011	8/7/2011	8/12/2011
*4	2/7/2011	2/20/2011	2/25/2011		17	8/8/2011	8/21/2011	8/26/2011
5	2/21/2011	3/6/2011	3/11/2011		*18	8/22/2011	9/4/2011	9/9/2011
6	3/7/2011	3/20/2011	3/25/2011		19	9/5/2011	9/18/2011	9/23/2011
7	3/21/2011	4/3/2011	4/8/2011		20	9/19/2011	10/2/2011	10/7/2011
8	4/4/2011	4/17/2011	4/22/2011		21	10/3/2011	10/16/2011	10/21/2011
9	4/18/2011	5/1/2011	5/6/2011		22	10/17/2011	10/30/2011	11/4/2011
10	5/2/2011	5/15/2011	5/20/2011		*23	10/31/2011	11/13/2011	11/18/2011
*11	5/16/2011	5/29/2011	6/3/2011		*24	11/14/2011	11/27/2011	12/2/2011
12	5/30/2011	6/12/2011	6/17/2011		25	11/28/2011	12/11/2011	12/16/2011
13	6/13/2011	6/26/2011	7/1/2011		*26	12/12/2011	12/25/2011	12/30/2011

* **Revised schedule for PAR pick up due to holiday**

Following are the thirteen (13) County-observed holidays for the year 2011, unless otherwise specified by collective bargaining agreement:

New Year's Day 2011, Friday, December 31, 2010
Martin Luther King's Birthday, Monday, January 17, 2011
President's Day, Monday, February 21
Memorial Day, Monday, May 30
Independence Day, Monday, July 4
Labor Day, Monday, September 5
Columbus Day, Monday, October 10

Veterans Day, Friday, November 11
Thanksgiving Day, Thursday, November 24
Friday after Thanksgiving, Friday, November 25
Christmas Day, Monday, December 26
Employee's Birthday
Floating Holiday

The Floating Holiday is to be taken at the mutual convenience of the employee and the department. This holiday is not compensable and cannot be accrued or transferred from one fiscal year to the next. Only career employees having more than nine (9) pay periods of County service are eligible to use this holiday. The employee earns this holiday at the beginning of each fiscal year (October 1st).

The Birthday Holiday is also taken at the mutual convenience of the employee and the department and must be taken within six months of occurrence or it is forfeited. Neither the Birthday Holiday nor the Floating Holiday is paid out at separation.

Employees who are out of pay status for any portion of the day before or after a holiday will not be eligible to be paid for, or bank, the holiday.

c: Honorable Carlos Alvarez, Mayor
George M. Burgess, County Manager
County Executive Office Senior Staff
Departmental Personnel Representatives
Human Resources Senior Staff
Union Presidents